



DD/A 76-1277

15 March 1976

MEMORANDUM FOR: Executive Assistant to the Director  
FROM : John F. Blake  
Deputy Director for Administration

Jennifer:

1. I vote yes. Believe it important at this stage that Mr. Bush have eyeball contact with groups of employees. Those in Mid-Career Course, about 35 in number, come from all Directorates, are GS-12's to GS-14's and, on balance, exercise influence with their peers.

2. Short and informal speech is the name of the game. Highly recommend he give same message he gave in Auditorium to "CIA Today and Tomorrow" about 10 days ago. The feedback was excellent.

3. Re timing -- suggest it be 2:45 p.m., so that he has 45 minutes with [REDACTED] who I believe is scheduled at 2:00 p.m. same date. Suggest he keep remarks to half the scheduled time and allow the rest for questions. It will give him an insight into what is on employees' minds.

STATINTL

[REDACTED]  
John F. Blake

DD/A 76-1277

DDA Registry  
Pro Training

15 March 1976

MEMORANDUM FOR: Executive Assistant to the Director

FROM : John F. Blake  
Deputy Director for Administration

Jennifer:

1. I vote yes. Believe it important at this stage that Mr. Bush have eyeball contact with groups of employees. Those in Mid-Career Course, about 35 in number, come from all Directorates, are GS-12's to GS-14's and, on balance, exercise influence with their peers.

2. Short and informal speech is the name of the game. Highly recommend he give same message he gave in Auditorium to "CIA Today and Tomorrow" about 10 days ago. The feedback was excellent.

STATINTL 3. Re timing -- suggest it be 2:45 p.m., so that he has 45 minutes with [REDACTED] who I believe is scheduled at 2:00 p.m. same date. Suggest he keep remarks to half the scheduled time and allow the rest for questions. It will give him an insight into what is on employees' minds.

Signed: John F. Blake  
John F. Blake

Distribution:

Original - EA/DCI  
1 - ER  
1 - DD/A Subject  
1 - DD/A Chrono  
1 - JFB Chrono

Approved F

Executive Registry

498A000700060043-1

16-1457/1

STATINTL

March 12th

Mr. Blake --

Mr. Bush would like your advice on this one --  
he is inclined to say "yes" -- short and informal  
speech.

jaf

MEMORANDUM  
OF CALL

Executive Registry

76-1457

TO:

need  
12 Mar 76☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organization)

STATINTL

☐ PLEASE CALL → PHONE NO. 2063  
☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU  
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

## MESSAGE

23 April - Friday 2:30  
 Mid-Career Course -  
 STATINTL - ~~206~~  
 Can Mr. Bush speak  
 you are free -- Do you wish to  
 speak?  
 Yes ☒ No ☐

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ TIME 9:22

STANDARD FORM 63  
 REVISED AUGUST 1967  
 GSA FPMR (41 CFR) 101-11.6

GPO : 1969-048-16-80341-1 322-389

63-108

## TRANSMITTAL SLIP

DATE

TO: DDA

ROOM NO.

BUILDING

REMARKS:

26 APR 1976

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

## TRANSMITTAL SLIP

DATE 15 March 1976

TO:

STATINTL

ROOM NO.  
7D-60BUILDING  
Hqs

REMARKS:

JK  
 OK  
 set up as you  
 see for  
 ER

FROM: DDA

ROOM NO.

BUILDING

EXTENSION

FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)